

Opening Date: November 13, 2013 **(REVISED)**
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-09
Monthly Salary: \$3,518
Group/Class: B17/0160
Travel: No
Division: Information Technology
Number of Positions: 1

JOB VACANCY NOTICE

Executive Assistant I

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

This position reports to the Information Technology Director. Performs advanced professional administrative tasks and is privy to confidential matters requiring discretion and sound judgment. Advises the Information Technology Director on administrative matters and assists with human resource management activities. Provides project and administrative support to Information Technology Division staff. Maintains calendar to ensure compliance with the timely accomplishment of all Information Technology functions. Duties may require contact and coordination with intra- and interagency personnel, the general public, vendors, Texas Water Development Board members and elected officials. Performs work under limited supervision with considerable latitude for use of initiative and independent judgment within parameters established by agency policy and defined procedures.

Essential Job Functions

- Oversee and assist with all administrative matters, programs, activities and operations in the Information Technology Division.
- Coordinate information with appropriate division staff, exercising discretion in handling confidential personnel matters and privileged information including preparation of personnel documents and maintenance of files.
- Perform highly responsible tasks including correspondence, maintenance of assignment calendar, scheduling meetings, and tracking document flow.
- Coordinate administrative activities with intra/interagency personnel, the general public, vendors, Board members and elected officials.
- Assist and act as backup to Operations and Administration Executive Assistant.
- Research and compose accurate and timely communications.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in human resources, public or business administration, or a related field. Experience and education may be substituted for one another.
- Four (4) years of progressive experience in office management, administrative support and/or human resources management.

Preferred Qualifications

- State of Texas legislative process experience and/or State of Texas statutes and administrative code experience is preferred.
- Prior State of Texas experience is preferred.

Knowledge, Skills, and Abilities

- Knowledge of accepted business practices and procedures.
- Knowledge of state policies and procedures.
- Knowledge of grammar, punctuation and editing.
- Knowledge in use of office machinery.
- Knowledge of or experience with Microsoft Office software, including MS Word, Excel, PowerPoint and Access.
- Ability to organize and prioritize.
- Ability to work efficiently in a dependable, organized and productive manner to plan and arrange workload to meet schedules and deadlines.
- Ability to communicate effectively, both verbally and in writing.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number 14-09 **(Revised)**

- Ability to successfully handle high-level administrative and confidential issues.
- Skill in interpersonal and relationship management.

Remarks

- Copy of required official academic transcripts and/or licensures must be submitted at time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.